



HISTORIC PRESERVATION REVIEW (HPZ) APPLICATION

Introduction - The City of Tucson Planning and Development Services Department facilitates a design review process for exterior changes to properties listed on the Tucson Historic Property Register to ensure changes are compatible with the historic character of the property and/or historic district. This includes properties listed in local Historic Preservation Zones and Historic Landmarks. (i.e. properties within an "HPZ" or "HL" overlay zoning).

Design Review Process Overview - An approval letter from the Director of Planning and Development Services is required for all proposed permit applications affecting the exterior of properties located within an HPZ or properties listed as local Historic Landmarks. PDSD staff will review your project to determine if it is eligible for a Minor or Full HPZ Review. All projects are required to follow the city's Historic Preservation Process outlined in the Unified Development Code, Section 5.8, and Neighborhood Design Guidelines for the applicable Historic Preservation Zone to determine the project's potential effect on the historic character of the property and/or district. To provide applicants with technical assistance on proposed projects requiring permits an appointment may be scheduled by calling Frank Dillon at 520-837-6957.

Pre-Application Meeting - In order to obtain a Historic Review, the first step is to contact the PDSD Staff to schedule a pre-application meeting with one of the historic preservation planners. At this meeting, the planner will discuss the proposed project with you and make suggestions regarding the design, materials, placement or other details in order to guide the project towards meeting the city's Unified Development Code (UDC) requirements for historic properties. The planner will also review the Historic process, the instructions for filing an application, submittal requirements and answer any questions you may have regarding the process. At this meeting the planner will also determine whether your project will require a Full or Minor HPZ Review Process and inform you of the necessary submittal materials.

Minor HPZ Review - A Minor HPZ Review is for projects that do not require building permits (UDC Section 5.8.5.C.1). This work can include, but is not limited to; projects such as electrical box repairs/upgrades, walls, fences, gates and window and door repair/restoration work. If the work meets the Neighborhood Design Guidelines, PDSD organizes a meeting with a member from the applicable Neighborhood Advisory Board as well as the Tucson-Pima County Historic Plans Review Subcommittee. An review is conducted on-site with the Applicant present and recommendations are forwarded to the PDSD Director. The Director issues a decision letter to the applicant in approval or denial of the project. Total fees for this process are \$126.50

Full HPZ Review - A Full HPZ Review is required for any alteration involving the modification, addition, or moving of any part of the existing structure, including signs that would affect the exterior appearance (UDC Section 5.8.5.B.1)

This review will require the applicant to attend a Neighborhood Association Advisory Board meeting in which the property is located. At the Pre-Application Meeting you will be given information of the necessary Neighborhood Advisory Board Member to contact. Following this Advisory Board Review, you will be scheduled for a Plans Review Subcommittee Meeting in which you will present your case. The Plans Review Subcommittee will vote on recommendations for your project and the recommendations will then be forwarded to the PDSD Director for consideration and Decision. Total fees for this process are \$192.50

Resident Artisans Retail in HPZ's - Retail sales by resident artisans may be permitted notwithstanding limitations of the underlying zoning standards. A proposed resident artisan use is reviewed and considered for approval in accordance with Section 3.3.4, *50' Notice Procedure*. A resident artisan use may be allowed as an accessory use to a principal residential in accordance with the following standards listed in UDC Section 5.8.4.B. Total fees for this process are \$99.50.

Planning & Development Services Department (PDSD) - 201 N. Stone Avenue
P.O. Box 27210 - Tucson, AZ 85726-7210
Telephone: (520) 791-5550 - Fax: (520) 791-5852
Website: www.tucsonaz.gov/pdsd
EMAIL: DSD_ZONING_ADMINISTRATION@TUCSONAZ.GOV

For Zoning and Subdivision review, the Unified Development Code (UDC) applies to this application. If you feel the Land Use Code (LUC) should apply, please consult with Zoning review staff. Applicable timeframes can be provided at your request or found in Administrative Manual Sec. 3-02 or found on our website at <http://cms3.tucsonaz.gov/pdsd>. For information about applications or applicable policies and ordinance, please contact Frank Dillon at 837-6957.

By state law, we cannot initiate a discussion with you about your rights and options, but we are happy to answer any questions you might have.

DESIGN GUIDELINES TO INCLUDE IN APPLICATION PACKAGE, SCOPE OF WORK AND PRESENTATION WHERE APPLICABLE

GENERAL: Proposed alterations of any design elements listed below must comply with UDC section 5.8.6 DESIGN STANDARDS, UDC Technical Standards Section 9-02 0.0 and the applicable Neighborhood Historic Advisory Board Guidelines. Please refer to these sections for specific details. Please provide the following information for the title headings below where applicable:

Is the proposed construction compatible to contributing properties within the Development Zone in regards to the Design Standards listed below? Please provide addresses, measurements (i.e. dimensions of buildings, setbacks,) and photos of precedent contributing structures.

- **Building Height Compatibility**
- **Building Form**
- **Setbacks**
- **Rhythm**
- **Proportion**
- **Color**
- **Roof Type**
- **Landscaping**
- **Surface Texture**
- **Enclosures**
- **Site Utilization**
- **Utilities**
- **Projections and Recessions**
- **Details**

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HISTORIC PRESERVATION REVIEW (HPZ) APPLICATION

Date Submitted: _____ PSD Activity Number: _____

HPZ Number: _____

PROPERTY LOCATION INFORMATION

Property Development Name: _____

Property Address: _____ Zone: _____

Pima County Parcel Number/s: _____ Historic District: _____

APPLICANT INFORMATION

APPLICANT NAME: _____

ADDRESS: _____

PHONE: () _____ - _____ . FAX: () _____ - _____

EMAIL: _____ @ _____

PROPERTY OWNER NAME: _____

PHONE: () _____ - _____ . FAX: () _____ - _____

DESCRIPTION OF USE (IF RESIDENT ARTISAN) _____

SIGNATURE OF OWNER _____
Date

SIGNATURE OF APPLICANT (if not owner) _____
Date

PROPOSED NEW CONSTRUCTION / ALTERATION

CHECKLIST FOR HISTORIC REVIEW APPLICATION

****REQUIRED FOR FULL AND MINOR HPZ REVIEW***

- ☐ Fee (SEE PAGE 5 FOR FEE STRUCTURE)
- ☐ 1 copy of the completed and signed HPZ application
- ☐ 1 copy of the **Final** UDC compliance review comments as issued by PDSD Review Staff
- ☐ Description and photos (color copies required) of the type, color, and texture of the proposed materials
- ☐ Brief statement of proposal outlining the scope of work addressing applicable Design Guidelines listed in UDC section 5.8.6 Design Standards
- ☐ 1 copy of an aerial photograph of the property
- ☐ I (We) understand and have inspected the Development Zone for this proposal and understand the physical characteristics to achieve design and compatibility requirements.

****REQUIRED FOR FULL HPZ REVIEW***

- ☐ 10 sets of photographs of the project site, surrounding area and building elevations (views to the north, south, east, and west) - color copies required. Please label.
- ☐ 10 copies of the site plan drawn to scale at 11"x17", folded*, plus 1 large size, folded to city standard (SEE PAGE 3 FOR SITE PLAN INSTRUCTIONS)
- ☐ 10 copies of the elevation drawings at 11"x17", folded* plus 1 full-size copy, folded to city standard

****REQUIRED FOR MINOR HPZ REVIEW***

- ☐ 1 set of photographs of the project site, surrounding area and building elevations (views to the north, south, east, and west) - color copies required. Please label.
- ☐ 3 copies of the site plan drawn to scale at 11"x17", folded*, plus 1 large size, folded to city standard (SEE PAGE 3 FOR SITE PLAN INSTRUCTIONS)
- ☐ 3 copies of the elevation drawings at 11"x17", folded* plus 1 full-size copy, folded to city standard

****REQUIRED FOR RESIDENT ARTISAN HPZ REVIEW***

- ☐ 50' Notice Procedure (**Mailing to contact neighbors within 50' of the project area and Neighborhood Association**)
- ☐ Fee for Notice Procedure

***For 11" X 17" format fold as follows: With plan face up bring right side to left side (text to text), align edges and crease right edge. Bring top corner of open edge (top panel only) down to center of right folded edge (creates a diagonal edge on left), align and crease.**

SITE PLAN INSTRUCTIONS

The proposed layout of all structures and other improvements including: driveway, pedestrian ways, existing landscape feature, proposed landscape areas, wall, off-street parking and loading areas.

The site plans shall indicate the location of property lines, public right-of-ways, property entrances and exists, direction of traffic flow in and out of the off-street parking and loading areas, location of each parking space, each loading berth, and areas for turning and maneuvering vehicles.

Architectural drawings or sketches, drawn to scale, including typical floor plan in sufficient detail to permit computation of the Unified Development Code yard requirements and showing all elevation of the proposed structure or other improvements as they will appear upon completion of the construction.

Specifications as to type, color and texture of exterior of proposed structures.

For exterior signs, a sign plan, drawn to scale showing the location, size design, materials, color, lettering and methods of attachment and illumination.

Any additional information deemed necessary by the Planning & Development Services Department Director to properly review the site plan.

All projects must **FIRST** be submitted for site review at the PDSD, 1st floor Information counter, 201 North Stone Avenue (791-5550). The UDC compliance comments for the project are generated by PDSD staff after completing their review of the detailed site plan submitted for the project.

PDSD Review Comments – Finalized (Permit Card/Sierra/CDRC).

Permit Application Card: Written PDSD staff comments. For single-family/duplex projects, the P&DSD comments are provided on the permit application card.

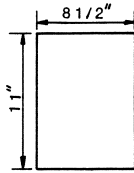
CDRC Review Letter: For projects that require CDRC review by Rezoning, MHP, Annexation, Specific Plan, Subdivision, Block Pat processes, comments are by CDRC letter.

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I HAVE RECEIVED ALL RELATED DOCUMENTATION TO THIS “HISTORIC ZONE/RIO NUEVO DOWNTOWN” APPLICATION, SEC 5.8 OF THE CITY OF TUCSON UNIFIED DEVELOPMENT CODE, TECHNICAL STANDARD 9-02 0.0 AND DESIGN REVIEW GUIDELINES FOR THE HPZ/RND TO WHICH THIS APPLICATION APPLIES.

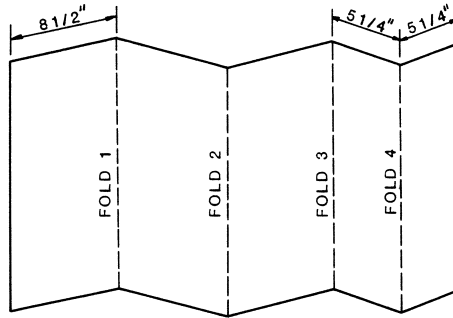
Applicant: _____ **Date:** _____

STEP 1

Using an 8 1/2" X 11" size sheet of paper as a guide, make folds 1, 2, and 3.



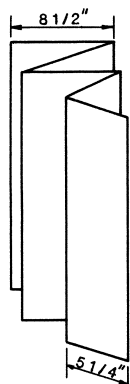
This instruction sheet is 8 1/2" X 11" size.



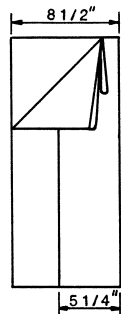
STEP 2

Fold the remaining 10 1/2" in half; this completes fold number 4.

STEP 3

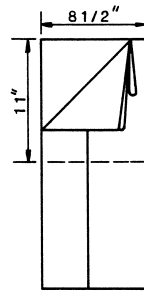


With the 5 1/4" fold to the right

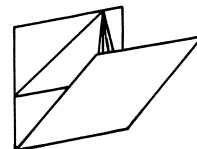


Fold down the corner, all but the last panel.

STEP 4

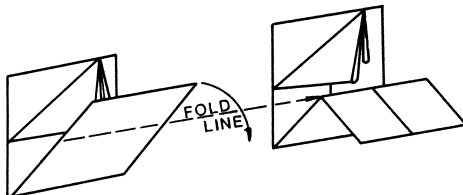


FOLD LINE



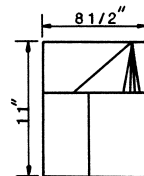
Fold the lower portion up.

STEP 5



Fold the front part in half.

STEP 6



The folded print should be 8 1/2" X 11".